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JOB DETAIL

Ref. IO1079 - 3/15/2010

Secretary (CIE-201)

Main job	Secretary / Assistant
Departments	CIE/Office for Central Integration & Engineering
Divisions	CIE / Nuclear Safety and Environment Division
Sections	CIE / IODA Coordination
Job Family	Assistant / Secretary
Application Deadline	4/19/2010
Grade	G2
Direct employment	Required
Supervised by:	Division Head
Purpose	To provide work-flow, logistics, documentation and administrative support to the Nuclear Safety & Environment Division and the ITER Organization – Domestic Agency (IODA) team within the Office for Central Integration & Engineering.
Main duties / Responsibilities	<ul style="list-style-type: none"> - Ensures secretarial tasks for the head of Nuclear Safety & Environment Division and the IODA team in the organization of the activities of the Division and Section; - Assists the members of the Division and Section in administrative matters including recording and archiving of the work carried out and the preparation and processing of contracts and purchase orders; - Organizes staff members' missions, prepares the required administrative papers and maintains the missions' records; - Provides logistical and administrative support for the monthly ITER Organization and Domestic Agencies meetings as well as the Technical Advisory Group meetings; - Provides logistical and administrative support for visits of external collaborators and also organizes access permits in collaboration with the Administration Department and the Secretary for the Head of the Office for Central Integration & Engineering; - Assists in document control and storage in the ITER Document Management system, in particular safety files and related documents prepared for submission to the nuclear regulator; - Coordinates the translation of documents between English and French using externally-provided translation services; - Prepares and archives minutes of meetings, records and tracks actions; - Assists in the preparation of monthly reports; - Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.
Measures of effectiveness	Successfully handles the Nuclear Safety & Environment Division and IODA team, work flow, general services and documentation
Level of study	Post-Secondary or equivalent
Level of experience	2 to 4 years
Technical experience	At least 5 years' experience in assisting a manager or a team in an international environment; Ability to organize meetings involving visitors from different countries and to help them solve visa and logistic problems; Ability to organise information and record administrative and contractual documents; Knowledge of ITER and fusion international communities would be an advantage.
Social skills	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team work
Specific skills	Good command of Microsoft Office software (Word, PowerPoint, Excel, etc.);

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Demonstrated experience with the use of Office Administration and IT tools (e.g. SAP)

Languages English (Fluent)
French (Fluent)

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